



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE, INDIAN HEALTH SERVICE  
TUCSON AREA OFFICE, TUCSON, ARIZONA**



**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** SWR-06-0570

**OPEN:** September 25, 2006

**CLOSE:** October 10, 2006

**POSITION TITLE/SERIES/GRADE:** Supervisory Nurse Specialist, GS-0610-11/12

**VACANCIES:** One (1)

**PROMOTION POTENTIAL:** One position will be filled. If the position is filled at the lower grade, an incumbent may be promoted noncompetitively, once all legal and regulatory requirements are met, however, such promotion is neither automatic nor guaranteed.

**AREA OF CONSIDERATION:** All qualified applicants

**SALARY RANGE:** GS-11 \$61,589 - \$75,449  
GS-12 \$71,965 - \$88,570

**APPOINTMENT TYPE:** Permanent, Full-Time

**ORGANIZATION/DUTY LOCATION:** HHS, IHS, Tucson Area, San Xavier Health Center, Division of Clinical Services, Tucson, Arizona

**HUMAN RESOURCES OFFICE:** Southwest Region Human Resources Office, 7900 South J. Stock Road, Tucson, AZ 85746 (520) 295-2434

**CONDITIONS OF EMPLOYMENT:**

- Government housing is not provided
- The Tucson Area Indian Health Service is a smoke-free work environment.
- A selectee born after 1956, must present proof of immunity to measles and rubella or be vaccinated before their appointment (subject to certain exemptions).
- If selected to this position, you are subject to a background security investigation.
- If selected and you have not previously served as a federal supervisor, you will be required to serve a one-year managerial probation period.
- Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.

**TRAVEL and RELOCATION:** Travel and relocation costs may be paid in accordance with applicable Federal and Departmental travel regulations.

**DESCRIPTION OF DUTIES:** This position functions as the Supervisory Nurse Specialist and has full line supervisory and managerial responsibility over the ambulatory care setting at the San Xavier Health Center. Responsible for establishing and implementing long and short-term policies, and programs for nursing care and services. Monitors the nursing program plans. Prepares routine reports based upon program plans. Responsible for ensuring compliance with standards such as HIPAA, Privacy Act, OSHA, Infection Control and national accrediting bodies (JCAHO, CMS, OIG). Keeps abreast of changing developments, health care policies, directions or practices and the changing health care needs of the population served. Responsible and accountable for maintaining a significant budget that includes nursing personnel, FTEs, equipment, supply purchases, travel, training, etc. Plans and adjusts work schedules and operations to meet organizational objectives, priorities, deadlines and standards of care for the delivery of nursing services. Ensures that all staff members maintain 100% compliance with licensure requirements. Participates with the SSU Nurse Executive and supervisory nursing staff members in the formulation of policies, programs and procedures related to nursing care and services and overall clinical services. Maintains clinical competence and expertise in specialty area. Provides skilled and comprehensive nursing care to the patients in the ambulatory care setting. Closely observe patients for conditions that may require emergency measures. Exercises sound judgment in interpreting observations to the physician and initiates emergency measures. Performs other related duties as assigned.

**SELECTIVE PLACEMENT FACTOR:** None

**QUALIFICATION REQUIREMENTS:** Candidates must have had experience as described below. Your description of work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements. NOTE:

Applicants will be required to sign Optional Form 306, Declaration for Federal Employment, certifying to the accuracy and truthfulness of the information provided in their application.

**Basic Requirements:**

*Education:* Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

*Registration:* Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the U.S. **Applicants must submit proof of licensure.**

**Additional Qualification Requirements:** In addition to meeting the basic qualification requirements, applicants must have specialized experience and/or directly related education in the amounts shown below:

GS-11: One year of specialized experience equivalent to at least the GS-09 grade level –OR- completion of all requirements for a doctoral degree (Ph.D or equivalent) or 3 full years of progressively higher level graduate education.

GS-12: One year of specialized experience equivalent to at least the GS-11 level.

*Evaluation of Education:* Graduate-level must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely non-nursing field directly applicable to the requirements of the position to be filled.

**Supervisory or Managerial Abilities:** Candidates must have demonstrated in their work experiences that they possess, or have the potential to develop, the qualities of successful supervision, as listed below.

- Assign and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Accomplish the quality and quantity of work expected within set limits of cost and time
- Plan own work and carry out assignments effectively.
- Communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- Understand and further management goals as these affect day-to-day work operations.
- Develop improvements in or design new work methods and procedures.
- Deal effectively with individuals or groups representing widely divergent backgrounds, interests and points of view.
- Plan and adjust work operations to meet changing or emergency program or production requirements within available resources and with minimum sacrifice of quantity or quality of work.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Coordinate and integrate the work activities and resources of several organizational segments or of several different projects.
- Analyze organizational and operational problems and develop timely and economical solutions.
- Represent the activity both within and outside the organization or agency to gain support for the agency's program goals.

**Personal Attributes:** The attributes listed below are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectivity and fairness in judging people on their ability and situations on the facts and circumstances;
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and,
- Capacity to "see the job through."

**QUALITY OF EXPERIENCE:** Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he/she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors, or employers may be made to obtain further information about the candidate's professional qualification for the position.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time after competitive appointment, time-in-grade, and qualification requirements by the closing date of the announcement. If selected under the Excepted Service Examining Plan (ESEP) or the Delegated Examining Unit (DEU) procedures, time-in-grade requirements do not apply.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):** Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills and abilities described below. All applicants should describe clear, concise examples that show level of accomplishment or degree to which they possess the KSAs on a separate attachment. The information provided will be used to determine the "best qualified" candidates.

1. Ability to supervise.
2. Ability to plan, organize, direct, and manage the work of a group or unit.
3. Knowledge of professional nursing principles, practices, and procedures as they relate to ambulatory care nursing.
4. Ability to communicate effectively both orally and in writing.

**Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI>

**HOW TO APPLY:** Interested applicants must submit one of the following:

- (1) OF-612, Optional Application for Federal Employment; or
- (2) Resume; or
- (3) Any other written application to:  
Tucson Area Indian Health Service  
Attention: Southwest Region Human Resources Office  
7900 South J Stock Road  
Tucson, AZ 85746

For additional information or to obtain a copy of the vacancy announcement or forms, you may:

- (1) call the Human Resources office at 520- 295-2434,
- (2) email [human-resources-tucson@mail.ihs.gov](mailto:human-resources-tucson@mail.ihs.gov),
- (3) visit the OPM website at [www.jobsearch.usajobs.opm.gov/](http://www.jobsearch.usajobs.opm.gov/) or
- (4) visit the IHS website at [www.ihs.gov/JobsCareerDevelop/Jobs\\_index.asp](http://www.ihs.gov/JobsCareerDevelop/Jobs_index.asp)

**SEPARATE ATTACHMENTS REQUIRED IN ADDITION TO APPLICATION / RESUME:**

1. Form BIA-4432, Verification of Indian Preference for Employment, if claiming Indian Preference.
2. Narrative statements with specific responses to the Knowledge, Skills and Abilities (KSAs) and/or Selective Placement Factor identified for this position.
3. Optional Form 306, Declaration for Federal Employment; MANDATORY for all positions.
4. Addendum to Declaration for Federal Employment - IHS-Child Care & Indian Child Care Worker Positions—MANDATORY for positions that require regular contact or control over children.
5. Veteran preference eligible – Submit evidence of eligibility, i.e., DD-214, Certificate of Release or Discharge from Active Duty, or SF-15, Application for 10-Point Veteran Preference and the documents requested on the form.
6. Current or former Federal employee - SF-50B, Notification of Personnel Action.
7. PHS Commissioned Corps applicant - Copy of Personnel Order.
8. Photocopy of current/active license or certification.
9. College transcript(s).

**INFORMATION NEEDED ON APPLICATION / RESUME**

1. Announcement number and title and grade(s) of the job you are applying for; full name, mailing address (with zip code) and day and evening telephone numbers; Social Security Number; Country of citizenship.
2. Highest Federal civilian grade held (also give job series and dates held).
3. High School – Name, city, state (zip code, if known), date of diploma or GED.
4. Colleges or universities – Name, city, state (zip code, if known), majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Attach transcript(s).
5. Residency training - Indicate specialty; name and location of hospital, name of program director, dates attended (month/year), date certificate received (if applicable).

6. Certification by a Specialty Board – Indicate if you are eligible for certification by an American Specialty Board or if you are board certified. Indicate name of specialty board and date (month/year) of certification or eligibility (if applicable). Attach certification.
7. Work Experience (paid and unpaid) – Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, salary and indicate if we may contact your current supervisor.
8. Job-related training courses (title and year), honors, awards and special accomplishments, (i.e., publications, memberships in professional or honor societies), leadership activities, public speaking and performance awards.
9. Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.

Application Instructions for Public Health Service Commissioned Corps Candidates: Your resume or curriculum vitae must contain all the information listed in HOW TO APPLY in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. A narrative statement addressing specific information related to any knowledge, skills and abilities, which are being used as a selective and/or evaluative factor is required. Proof of an appropriate license, if applicable, must also be provided. Applicants claiming Indian Preference must submit proof on Form BIA-4432 and will be evaluated against the applicable Preston Standard or the Civil Service, if no Preston Standard exists. Candidates must meet full qualification requirements. If your resume or curriculum vitae do not provide all the information requested in the job announcement, you may lose consideration for the position. Submit a copy of your personnel order.

**Other Information:**

Applications, resumes or other written application format must contain all of the information listed above in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. If your application, resume or other written application format does not contain all the information and forms requested in the announcement, you may lose consideration for this job.

APPLICATIONS WITH REQUIRED FORMS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. TELEFAXED/EMAILED DOCUMENTS WILL NOT BE ACCEPTED. THERE WILL BE NO EXCEPTIONS.

Preference in filling vacancies is given to qualified Indian Preference candidates in accordance with the Indian Preference Act (Title 25, United States Code, Sections 472 and 473).

Applicants or current Federal employees claiming Indian Preference must indicate on their application packet, if they wish to be considered under the Merit Promotion Plan (MPP), the Excepted Service Examining Plan (ESEP), or both. If not, they will be considered under the MPP only.

Proof of U.S. Citizenship is required for an appointment to the Indian Health Service. The Director, IHS may grant an exception to this policy for appointments to excepted positions, provided that the current appropriations act permits IHS to pay citizens from the country where the applicant is from.

Additional selections may be made within 90 days from the date the Candidate Referral Roster was issued if the position becomes vacant or to fill an identical additional position.

Employees, who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

If position is advertised at multiple grade levels, it can be filled at a lower grade than the full performance level. Advancement to the next grade without further competition is possible, once all legal and regulatory requirements are met; however, such advancement is neither automatic nor guaranteed.

The Tucson Area Indian Health Service provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Management Branch at (520) 295-2435. The decision on granting reasonable accommodation will be on a case-by-case basis.

**AREA INFORMATION:** The Tucson Area encompasses the Pascua Yaqui (pah.skawah ya.ke) and Tohono O'odham (to.ho.no aah.tum) Indian Reservations. The Sells Service Unit (SSU) is the primary source of health care for the approximately 24,000 people of the Tohono O'odham Nation. The SSU consists of an American Hospital Association affiliated JCAHO accredited hospital at Sells (65 miles west of Tucson) and three health centers - San Xavier Health Center located in Tucson; Santa Rosa Health Center located in Santa Rosa and the Westside Health Center (due to open in 2007) located in San Simon Village. The SSU also provides an environmental health program, which is responsible for construction and maintenance of sanitation facilities. The SSU has a community focused health care delivery program and works in close association with the Tohono O'odham Tribal Health Committee and Tribal Health Department.

Tucson - Arizona's second largest metropolitan area is home to nearly 600,000. Tucson is one of the oldest continuously inhabited sites in North America, steeped in a rich heritage of Indian and Spanish influence. It affords entertainment, recreation and shopping and cultural opportunities. The arid desert climate receives an annual rainfall of 7 inches with average temperatures ranging from 50° in winter months to over 100° in summer.

In other than the above, the Department of Health and Human Services is an equal opportunity employer. The Department does not discriminate in employment decisions on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation.

#### **CTAP - INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF's separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, and physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

#### **ICTAP - INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from the Office of Personnel Management or our agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in Lieu of RIF;" or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you are separated.
3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position upon entry.